

ADDENDUM H
FORMAT FOR CAPTURING TRAINING PROGRAM CONTENT

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Directions: Type this document during Step 5 of the TTTD Seminar, "Determine Training Program Content." This document must accurately record each topic area and the content items that fall beneath it. When finished with the seminar, save this file under a name to retrieve for additional use.

Type the Topic area first as shown below and the tasks which will be taught under that topic area. Then list the prerequisites (if any) which precede the topic area. Then list the content that is determined by the team for the topic area.

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Facility/Company Name
Job Position

(TOPIC AREA)--Task #A-?, Task #D-?, etc.

PREREQUISITES:

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CONTENT

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(TOPIC AREA)--Task #A-?, Task #D-?, etc.

PREREQUISITES:

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CONTENT

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